



Program Withdrawal/Refund Request Form

This form must be completed for all refunds. Please allow up to 10 business days to process a refund. To avoid delay, please complete all fields before submitting this form. This refund may be subject to a 10% (minimum \$5, maximum \$25) service fee per program. Please see refund policy on the reverse side.

Participant's Name: _____
(Please Print)

Main Contact's Name: _____
(Please Print)

Address: _____

Email: _____

Phone Number: _____

Program Title (Please Print)	Activity Code	Program Start Date	Reg. Deadline
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Reason: You must provide a reason and an explanation for your withdrawal/refund.

Customer Signature: _____
Date: _____

For Office Use Only

Received By: _____ Date: _____

Given To: _____ Date: _____

Approved: _____ Denied: _____
If denied, explain below:

Amount of Refund: _____ Refund Credit Account

Authorized Staff Signature: _____ Date: _____

Processed By: _____ Date: _____

Customer Contacted By: _____ Date: _____

General Program Refund Policy

1. In order to receive a full refund, the Withdrawal/Refund Form must be completed before the registration deadline date. Please refer to the brochure for specific program registration deadlines.
2. Withdrawal/refund requests made after the registration deadline may be assessed a 10% (minimum \$5, maximum \$25) service fee per program based on the total program cost. These requests must be initiated by completing a refund request form.
3. After the class start date, withdrawal requests will be reviewed by staff and they will contact you regarding any refunded amount they are approving.
4. Withdrawals/refunds will not be issued after the class has been completed.
5. A make-up class and/or prorated refund will be arranged if a scheduled class is cancelled.
6. Tickets are non-refundable.
7. Individual programs may have specific refund policies. Please refer to these programs for their specific policies.
8. Due to the demand for participation in Park District programs and the limited number of spaces available, refunds will not be issued for classes that participants are unable to attend.